

CREDIT CARD USE POLICY

The business manager, with approval of the superintendent, is authorized to issue credit cards on an as-needed basis to teachers, administrators, support staff, and school board members. Each credit card so issued shall be for a specific reason and a limited period of time. A written record of all cards issued, to whom, for what purpose, and return date shall be recorded. The available credit line for any card issued under this policy, shall not exceed \$1,000.00. School credit cards may be used for the following purposes:

Travel:

Vehicles: fuel, oil, and repairs for school authorized vehicles.

Lodging: rates established by the district.

Air fares: for district authorized travel.

Emergency items related to the purpose of the travel.

Local Purchases:

For purchase of materials, supplies, or equipment with proper authorization.

Emergency purchases for school-related items where there is insufficient time to follow regular procedures for requisitions, purchase orders or vouchers.

Each person issued a credit card under this policy shall sign an agreement providing that charges made on the credit card may be deducted from the person's salary unless:

The purchase is for a school-related purpose authorized under this policy; and

The person has submitted signed receipts and such other documentation as the business manager may require prior to the credit card bill being presented to the business manager for payment.

The person reconciling the credit card statement will not be the same individual whose statement is being reconciled.

Any credits earned such as frequent flyer miles or other things of value received as a result of the use of the district's credit card will be solely for the benefit of the school district.

The school board has determined neither credit card not debit cards may be used as payments owed to the district.